

Calcutta High Court In The Circuit Bench At Jalpaiguri

NOTICE INVITING QUOTATION

[PPC/CB/JPG/14/N/N.I.Q/11.12.2020]

Sealed Quotations are invited from all willing suppliers (preferably Jalpaiguri district) for supply of the items stated below:-

- (i) **5000 (Five thousand) pcs. of H.C Criminal Form No. 6.**
- (ii) **10000 (Ten thousand) pcs. of M-10 Form.**
- (iii) **1000 (One thousand) pcs. of First sheet-Form.**
- (iv) **1000 (One thousand) pcs. of File cover (4 Fold).**
- (v) **5000 (Five thousand) pcs. of File cover (Yellow).**

for office use of the all Departments in the Circuit Bench of Calcutta High Court at Jalpaiguri, following the terms and conditions appearing hereunder on or before 22.12.2020. ***The Rate should be valid for 6(Six) months from the date of approval.***

Date: 11.12.2020

Bijan Mukherjee
Deputy Registrar,
Circuit Bench of Calcutta High Court
at Jalpaiguri

TERMS & CONDITIONS

- a) Quotations should be submitted along with a copy of PAN and GST registration addressed to the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri and submitted in the office of the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri, (Near-Jalpaiguri Town Railway Station), Post & Dist-Jalpaiguri, Pin-735101 on or before **4 p.m of 22.12.2020**. No quotation, even if complete, irrespective of whether hand delivered or sent by post etc., will not be received after 4 p.m. of 22.12.2020. The sealed envelopes will be opened on 23.12.2020 at 2 p.m.
- Rates should be quoted taking into account the description, make, type, specification and quantity of the articles for which quotations have been invited.
- **Rates quoted should be inclusive of all applicable charges, taxes, duties and levies.**
- If the quotation of any supplier, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License and/or PAN etc. as and when the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri may direct.
- Conditional quotations will not be considered.
- Willing supplier submitting quotation should specify the address of its office and its Phone/Mobile number (and other contract numbers e.g. Fax, if available) for the purpose of quick communication in the event of urgency.

- Canvassing on the part of a supplier submitting quotation will render its quotation liable to cancellation summarily.
- This Hon'ble Court may award the contract to the supplier whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Hon'ble Court is not bound to accept the lowest bid. The Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- Willing suppliers submitting quotations should know that the articles supplied may have to be, delivered to the office of Circuit Bench of Calcutta High Court at Jalpaiguri as per instruction of the Deputy Registrar, Circuit Bench of Calcutta High Court at Jalpaiguri.
- Upon selection of quotation, concerned supplier would have to supply articles strictly according to the description / make / type / specification provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected supplier, the administration of this Hon'ble Court may take any or all such actions against the supplier as it may consider appropriate.